

G-1
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST

POSITION: **LOGISTICS SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Coordinates the location availability and acquisition resources as they are needed for an emergency response. Maintains a record of the resources requested and briefs the EOC Supervisor on the status of resources that are in use and/or available for use. Ensures that that actions are put in motion to return or redistribute equipment/resources and replenish expended supplies, during and after the emergency e.g; sandbags etc.

All requests for assistance or resources (internal or external) should be directed to the Operations Section Supervisor who, after validation, passes the request to either the Logistics Section or appropriate state agency for action.

Initiates activation of the Logistics Center, if necessary.

OVERALL DUTIES:

- Assist with resource acquisition for the State EOC and the affected counties.

ACTION ITEMS:

- () Report to the State EOC and the EOC Supervisor. Check in with the switch board operator in the EOC. Begin an individual log of actions taken during an emergency.
- () Maintain an individual log sheet for all EOC activities. As actions are taken, and log entries made, keep the EOC Supervisor apprised.
- () Coordinate with the various agency representatives in the EOC to:
 - A. Determine the availability of EOC operational resources. (Receive summary lists of resources from WSP, DOT, Military, Fish & Wildlife, and others as necessary). Report this information to the EOC Supervisor.
 - B. Determine state/volunteer/private sector resource support availability as necessary. Maintain resource listing of available and offered resources. Report this information to the Operations Section Supervisor.
- () Assist the Administration, Operations and Planning Section Supervisors, as needed, in determining the availability of requested or anticipated resource

needs; locate and catalog needed resources and transmit this information to the EOC Supervisor and the Administration, Operations and IAP Section Supervisors.

- () Arrange for air or ground transportation for the staff from the Department of Health, Division of Radiation Protection (DRP); the Governor's Representatives; the State and County(ies)' Representative(s); the Joint Information Center; the Public Information Officers, and; others as needed. Refer to Standard Operating Procedure C-17. *Coordinate with the DOT, Military and WSP liaisons within the EOC when possible:*

- A. Governor's or Governor's Representative to a State/Providence/Emergency Site or overflight of effected area.
- B. State Agency Representative (s) to emergency county/site.
- C. State Public Information Officer (s) to Emergency county/site/joint information center (JIC).

Coordinate ground transportation from the Olympia area using privately owned or agency owned vehicle(s) or with the General Administration's Motor Pool staff when required for the above staff.

- () Ensure that ground transportation is coordinated for personnel at their destination:
 - A. For State Agency Representative(s) - EMD reserves a rental car at the destination airport.
 - B. DOH/DRP - Reserves vehicles through the appropriate state or rental agency as near as possible to the destination airport.
 - C. PIO - EMD reserves a rental car at the destination airport.
 - D. Governor's or State Official - EMD reserves a rental car at the destination airport.
 - E. If requested, reserve billeting at the destination for the above personnel.

NOTE: If a Logistic Coordinator is not appointed, the Logistic Section Supervisor will also assume the duties and responsibilities listed in the Logistic Coordinator checklist.

IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC CONTINGENCIES:

FOR CGS OR CSEPP FACILITIES

1. ALL EMERGENCY CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.

Inform the EOC Supervisor of all actions taken during the emergency, and log all activities in the individual position log.

**G-2
WASHINGTON STATE
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **LOGISTICS COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for assisting the Logistics Section Supervisor in carrying out his/her responsibilities.

OVERALL DUTIES:

Assist the Logistics Section Supervisor with:

- Determining the availability of resources requested, or anticipated to be needed by, the EOC and agencies responding to the emergency.
- Locating and cataloging resources for the involved jurisdiction(s) and agencies responding to the emergency.
- Maintaining the resource listing by tracking the commitment of resources to missions, their consumption, and the release, redistribution or return of resources when missions have been completed. Report these status changes to the EOC Supervisor as they occur and record this information in the individual actions log.

ACTION ITEMS:

- () Report to the State EOC and the Logistics Section Supervisor. Check in with the Receptionist and the switch board operator at the main entrance to the EOC. Begin an individual log of actions taken during the emergency.
- () Maintain the individual log sheet for all EOC activities.
- () In the absence of the Logistics Supervisor perform those duties.

**IN ADDITION TO THE GENERAL RESPONSIBILITIES LISTED ABOVE, THE
FOLLOWING ACTIONS SHOULD BE TAKEN RELATED TO SPECIFIC
CONTINGENCIES:**

FOR CGS and CSEPP FACILITIES

ALL CLASSIFICATION LEVELS

- () Review the lists of automatic actions to ensure they are carried out.
- () Anticipate the transportation and other needs to support a full evacuation of the CGS 10 mile EPZ or the CSEPP IRZ and verify/coordinate the resource needs/back up resources with the Benton/Franklin county EOC Transportation Coordinator.